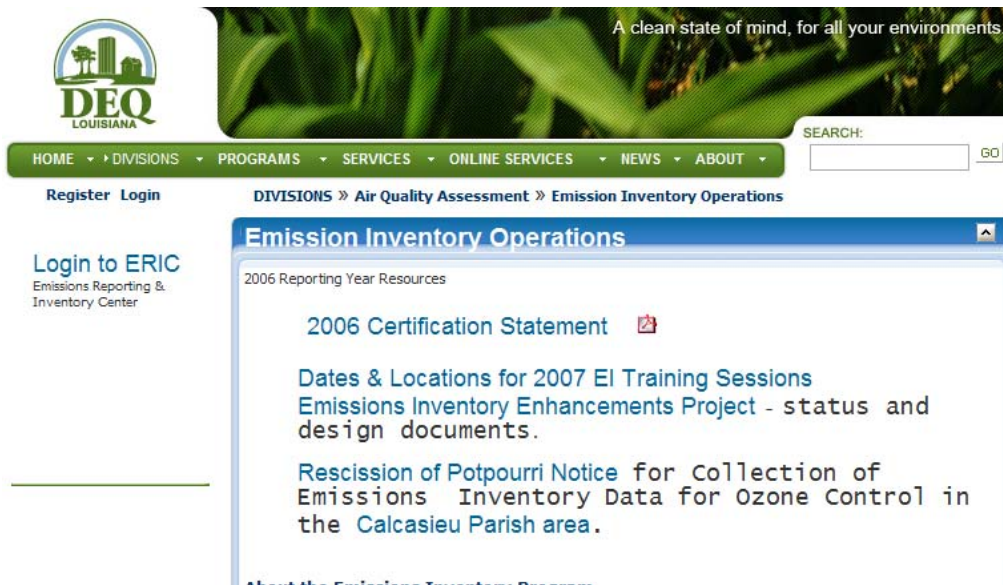


Instructions for using your pre-registration code to activate your ERIC account:

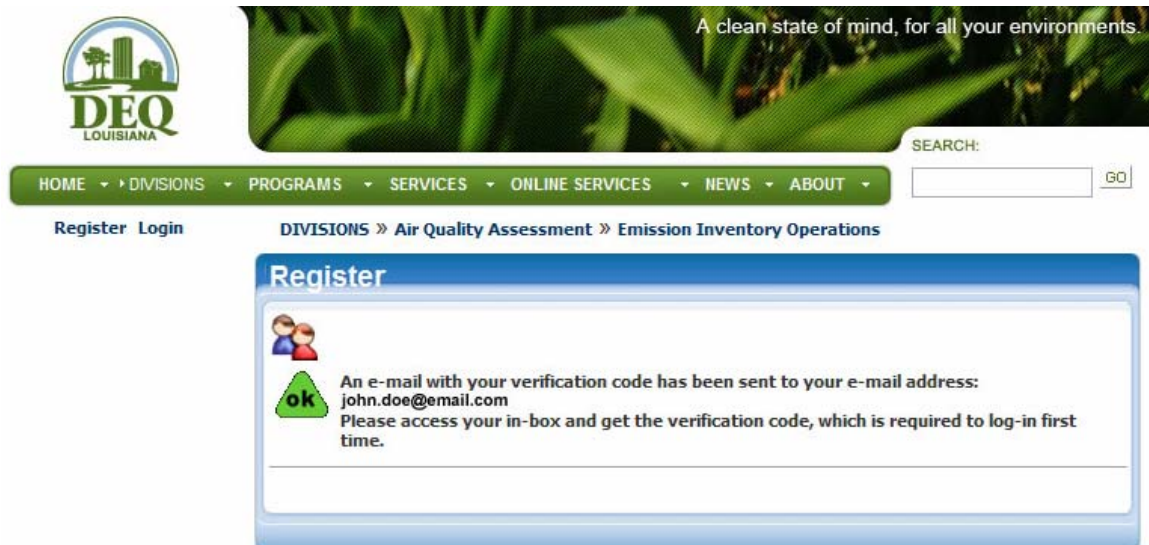
1. First, point your web browser to the LDEQ Emissions Inventory home page:
<http://www.deq.louisiana.gov/ERIC>



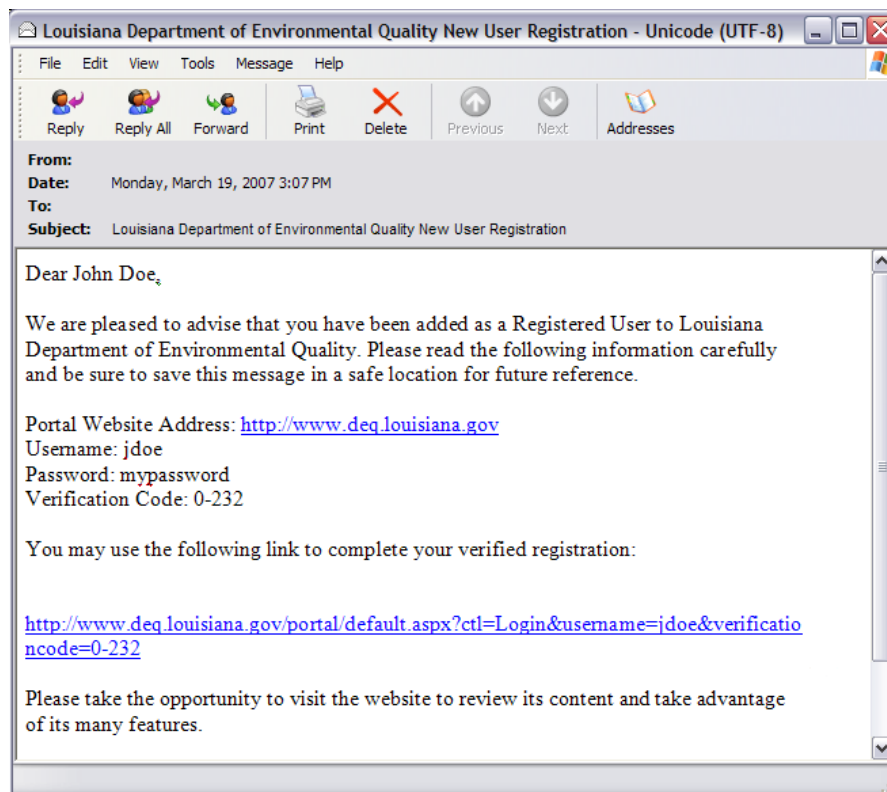
2. Click on the Register button that is just below the DEQ logo, and it will bring you to the following screen:

A screenshot of the 'Register' page on the LDEQ website. The page has a blue header with the LDEQ logo and a navigation menu. Below the menu, there are links for 'Register' and 'Login'. The main content area is titled 'Register' and contains a registration form. The form includes a note about membership verification, followed by input fields for 'User Name', 'First Name', 'Last Name', 'Display Name', and 'Email Address'. Below these fields is a section for 'Enter a password' with fields for 'Password' and 'Confirm Password'. A 'Security Code' section displays a CAPTCHA image with the code 'XXfGmm' and a text input field for the user to enter the code. A 'Register' button is located at the bottom of the form. At the very bottom of the page, there is contact information for the Louisiana Department of Environmental Quality, including the address, phone number, and email address.

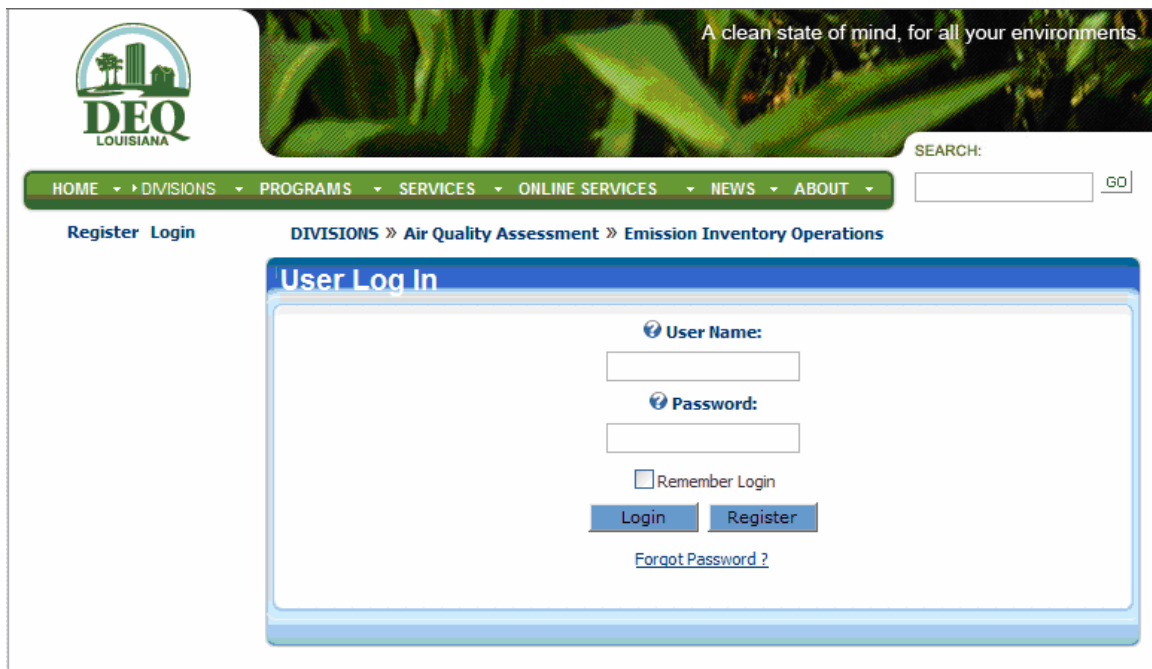
3. Complete the registration form shown above to create your DEQ Portal Account.
4. The LDEQ portal system will automatically give you a screen message (see below) and send you a confirmation email.



5. Follow the instructions in the email (sample below) to activate your portal account.

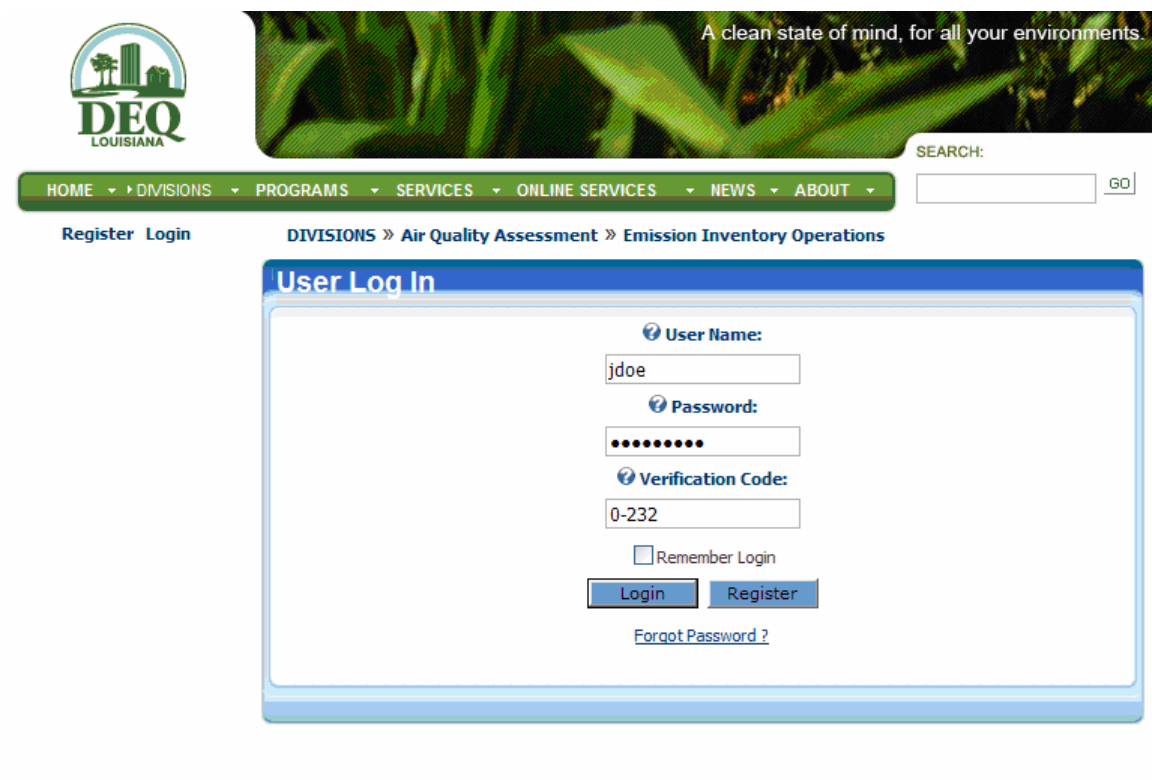


6. Once your portal account is active, log back in to the portal and back to the Emissions Inventory home page: <http://www.deq.louisiana.gov/ERIC>. Now you are ready to Login at the DEQ Portal. When you click Login, you will see this screen:
7. Enter your user name and password and click Login to get into DEQ's Portal.



The screenshot shows the DEQ Louisiana website header with the logo and a banner image. Below the header is a navigation menu with links: HOME, DIVISIONS, PROGRAMS, SERVICES, ONLINE SERVICES, NEWS, and ABOUT. A search bar is located on the right. The main content area is titled "User Log In" and contains a login form with fields for User Name, Password, and a checkbox for Remember Login. There are buttons for Login and Register, and a link for Forgot Password.

8. When directed, enter the Verification code that you received in your email from DEQ.

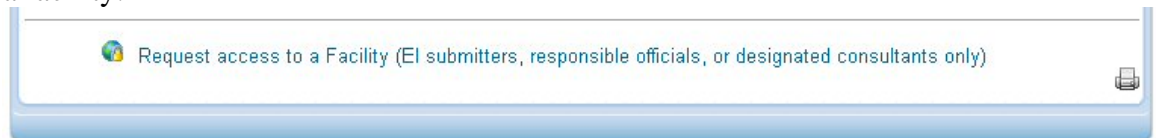


This screenshot is identical to the previous one, but the login form is populated with sample data: the User Name field contains "jdoe", the Password field contains a series of dots, and the Verification Code field contains "0-232".

9. With a successful Login to the Portal, you will be directed back to the Emissions Inventory home page. On the left side of the page, click on the link Login to ERIC.



10. At the bottom of the ERIC home page, you will find a link to request access to a facility:



11. Click on the link, and you will see the Request Access page. Select the option labeled "I have received a pre-registration code in the mail":

The screenshot shows the "Emissions Inventory - Request Access" form. It contains a heading "Use this form to request access to a facility for Emissions Inventory reporting purposes." and two radio button options. The first option is "I am an employee of the facility owner, or a designated consultant". The second option, "I have received a preregistration code in the mail", is selected. Below the second option are two input fields: "Please enter the AI Number for which you are preregistered:" and "Please enter your preregistration code:". At the bottom of the form are "Submit" and "Cancel" buttons.

12. Enter your Agency Interest number and the code from your pre-registration letter, and then press submit. If you entered the correct AI number and pre-registration code, your account will be activated and you will be granted administrator rights to your account.
13. You will need to logout and then log back in for your access permissions to be saved. Once ERIC becomes a live system, you will be able to do more, but for now, visit the Emissions Inventory homepage to print and review instructions for assigning other users with ERIC access.